



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 46<sup>TH</sup> ENGINEER BATTALION  
8113 MISSISSIPPI AVENUE  
FORT POLK, LOUISIANA 71459-5446

REPLY TO  
ATTENTION OF:

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46<sup>th</sup> Engineer Battalion, Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum #5- Physical Security

1. References:

a. Army Regulation (AR) 600-20, Army Command Policy, dtd. 18 March 2008/RAR 04 August 2011.

b. Army Regulation (AR) 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), dtd 30 September 1993.

2. Purpose. To provide guidance on the Physical Security Procedures to all civilian and military personnel assigned to or under the command of the 46<sup>th</sup> Engineer Battalion.

3. Applicability. This policy applies to all Soldiers and civilians assigned, attached, or under operational control of the 46<sup>th</sup> Engineer Battalion.

4. Responsibility:

**ALL PERSONNEL WILL IMMEDIATELY INFORM THE COMMANDER IF A WEAPON (FIREARMS) OR OTHER SENSITIVE ITEM (SUCH AS NIGHT VISION GOGGLES) IS LOST OR MISSING.**

a. Unit Commander:

(1) Responsible for control and safeguarding of all supplies and equipment within this command.

(2) Appoint a physical security officer, in writing, to supervise the physical security program of this command.

(3) Appoint a key and lock custodian, in writing, to maintain control and accountability for administrative keys and locks, and keys and locks used to protect arms, ammunition and explosives (AA&E).

(4) Appoint an officer, warrant officer, or NCO to conduct the monthly serial number inventory of arms, ammunition, and explosives, privately owned firearms, and sensitive items (night vision devices). The commander may

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conduct this inventory; however no individual will conduct this inventory two months in a row.

(5) Complete the security screening for individuals before assigning those duties involving control of arms, ammunition, and explosives to include key control for AA&E.

(6) Register the privately owned firearms of member of this command, their family members and their guests.

(7) Request background checks for key control custodian, armors, and all personnel granted access to controlled areas.

b. Physical Security Officer:

(1) Prepare a memorandum at least annually or on change of command for the commander or activity chief stating that the SOP was reviewed and is relevant and current.

(2) Check the arms room at least once daily during duty hours to ensure the unit can account for all weapons and other sensitive items authorized to be stored. Also conduct an inspection of the arms room or arms storage facility at least once every 30 days.

(3) Check the motor pool physical security at least once weekly or more frequently of needed.

(4) Keep the commander or activity chief informed of all physical security issues pertaining to this command or activity.

c. Key and Lock Custodians:

(1) Maintain DA Form 5513-R (Key Control Register and Inventory) for control and accountability of administrative keys and locks to include those for vehicles, in accordance with AR 190-51, appendix D.

(a) Use DA Form 5513-R (or a form comparable to the DA Form 5513-R) listing each key by serial number, the location of the lock and the number of keys maintained for the lock.

(b) Ensure that each key is properly signed for when it is issued and when it is returned to the key and lock custodian.

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- (c) Conduct a serial number inventory of the keys semiannually and maintain a written record of the inventory until the next inventory is conducted. (Normally the inventory is recorded on the back of the key control register).
  - (d). Maintain all reserve padlocks and their keys. (Do not list on key control register until placed in use).
  - (e) Conduct an inquiry and re-core or replace padlocks immediately when a key to padlocks is determined missing or lost.
- (2) Maintain a separate DA Form 5513-R (Key Control Register and Inventory) or a computer generated form containing the exact data of the DA Form 5513-R for keys and locks used to provide protection arms, ammunition, and explosives, in accordance with AR 190-11 para 3-8.
- (a) List keys on the DA Form 5513-R by serial number, the location if each lock and the number of keys maintained for each lock.
  - (b) Issue the alternate set of keys to the Battalion S-2 by placing the keys in an envelope; sealing the envelope; and placing a serial number across the sealed envelope in a way tampering can be easily detected. The serial number placed on the sealed envelope will be annotated on the DA Form 5513-R. A representative of the S-2 office will sign for a serial numbered sealed envelope containing the alternate set of keys (not keys). The key custodian will keep the DA Form 5513-R.
  - (c) Issue the operational set of key to the unit armorer using the same DA Form 5513-R used to receipt for the alternate set of keys. The unit armorer will sign for the keys by serial number (not a sealed container of keys).
  - (d) Conduct a serial number inventory of both sets of keys semiannually (the sealed envelope containing the alternate set keys do not need to be opened to complete the inventory unless there is evidence of tampering) and maintain a written record of inventories for one year.
  - (e) The AA&E key control register and reserve locks with their keys will be kept in a safe that does not contain or store classified material.
- (3) Ensure combinations to locks on vault doors are changed by contacting the locksmith at Public Works.

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(4) Ensure combinations to safes are changed by contacting the locksmith at DOL Maintenance.

(5) Ensure all combinations are changed:

(a) Annually, or upon change of custodian, armorer, or other person having knowledge of the combination.

(b) When the combination has been subject to possible compromise.

(c) When the container or safe is first put into use.

(6) Ensure envelopes (Part 2 of the SF 700, Security Container Information) containing combinations are not stored in their respective container or safe. If stored at the next higher headquarters, ensure the individual receiving Part 2 of the SF 700 signs for a sealed container as outlined in par 4c(2)(b).

d. Armorer:

(1) Ensure the operational set keys to the arms room or arms storage facility is controlled and accounted for at the close of business each day as follows:

(a) Place the key in a sealed container (a sealed container is a sealed envelope or a locked box with a serial numbered seal). If an envelope is used, write a serial number across the sealed envelope in a way tampering can be easily detected. If a metal box is used, lock the box with a low security padlock and place a serial numbered seal on the locked box.

(b) Custody of the sealed container will be relinquished to the Staff Duty Officer or Staff Duty NCO who will sign a DA Form 5513-R (Key Control Register and Inventory) for a serial numbered sealed container. The armorer will keep the DA Form 5513-R for proof that he or she did in fact relinquish custody of a sealed container of keys. When the armorer retrieves the sealed container of keys, the serial number on the sealed container will be compared with the serial number listed on the armorer's DA Form 5513-R. If there is any signs of tampering with the container, do not accept it; contact your immediate supervisor.

(c) If the container must be retrieved from the SDO or SDNCO by an individual other than the person who initially relinquished custody of the container, ensure a two person-rule procedure is used. The two

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individuals will retrieve the sealed container, open the arms room or arms storage facility and verify (physical count inventory) the quantity of weapons and other sensitive items in the arms room/vault. The results of the inventory will be recorded on a DA Form 2062 (Hand Receipt). The form will be signed by both individuals, and retained until the next serial number inventory is completed.

(2) AA&E keys will not be carried off the Fort Polk Military installation, unless authorized by the commander to provide protection elsewhere.

(3) Post a "Restricted Area" warning sign on the exterior wall of the arms room or arms storage facility adjacent to each entrance at eye level, if possible. When the warning sign cannot be posted on the exterior wall adjacent to each entrance door, ensure a warning sign is posted on the inside and outside of each entrance door to the arms room or vault.

(4) Post an "Intrusion Detection System" warning sign on each exterior wall that contains an entrance to the arms room or arms storage facility.

(5) Ensure a DA Form 4640-R (Security Construction Statement) is posted on the wall of the arms room or arms storage facility. When the form indicates the date of last inspection is within six (6) months of being more than five years, contact Physical Security at 239-6342.

(6) Post the unit Unaccompanied Access Roster in the arms room or arms storage facility. The original DA Form 7281 (Command Oriented AA&E Security Screening and Evaluation Record) forms on each individual must be "retained on files within the command", which is often interpreted to mean in the commander's office or at the S-2. The unit armorer should be permitted to retain a copy of the completed forms for individuals authorized unaccompanied access to facilitate regulation compliance and physical security inspections.

(7) Ensure that arms not in use are stored in metal containers, approved standard issue racks or locally fabricated arms racks. Standard issue approved metal wall lockers or metal cabinets may be used. Screw or bolts used in assembling containers, lockers, or cabinets will be made secure to prevent disassembly. Locally fabricated arms racks must be inspected by an engineer from Public Works to verify the adequacy of such racks. The certification (memorandum) for locally fabricated racks will be posted in the arms room or arms storage facility where the racks are located.

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- (8) Ensure all racks and containers are locked with authorized padlocks. Racks and containers weighing less than 500 pounds will be fastened to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with heavy duty hardened steel, galvanized chains of at least 5/16 inch thickness.
- (9) Store privately owned weapons and ammunition in approved locked containers separate from military arms, ammunition, and explosives.
- (10) Ensure the commander gives written authorization for storage of sensitive items (the Commanding General's Policy Letter of Night Vision Devices serves as written authorization for storage of night vision devices) in the arms room or arms storage facility.
- (11) Store portable night vision devices separately from their cases.
- (12) Ensure the commander gives written authorization (memorandum) for storage of any ammunition in the arms room or arms storage facility.
  - (a) Operational load ammunition will be controlled by use of hand receipt (DA Form 2062, hand Receipt) procedures.
  - (b) Training ammunition will be controlled by the use of DA Form 5515, Training Ammunition Control Document.
- (13) Ensure DA Form 3749 (Equipment Receipt) is prepared for each individually assigned weapon. The receipt will be given to the Soldier that will receive the weapon. A new DA Form 3749 is not required when there is a change of responsible officer (Company Commander).
- (14) Prepare a unit Master Authorization List (MAL) and keep it current.
- (15) Check each Soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.
- (16) Do not issue more than one individually assigned weapon to any one individual at the same time.
- (17) Issue weapons using the following procedures:
  - (a) When individually assigned weapons are issued for 24 hours or less (such as during weapons cleaning), only the DA Form 3749 is required. An entry in the control sheet (FR Form 43-1) is not required.

(b) When individually assigned weapons are issued for periods of more than 24 hours, the receiving Soldier must turn in the DA Form 3749 to the armorer for the weapon and make a complete entry on the control sheet. Use of fit to marks "" is prohibited.

(c) When other than individually assigned weapons (such as crew served weapons) are issued, use hand or temporary hand receipt procedures (DA Form 2062 or DD Form 1150). Control sheet entries are also required.

(d) After weapons are turned in and control sheet is closed out, the control sheet will be kept until completion of the next serial number inventory. DA Form 3749 will be returned to Soldiers who turn in individually assigned weapons. Upon completion of turn in of other than individually assigned weapons or crew served weapons, destroy the hand or temporary hand receipts.

(18) Ensure a change of custody inventory (physical count) is conducted when the responsibility for custody of the arms room or keys to the arms room is transferred between authorized persons. Both incoming and outgoing custodians must conduct a physical count of the weapons, ammunition and other sensitive items stored in the arms room. The results of the inventory will be recorded on DA Form 2062, Hand Receipt. The person assuming responsibility will sign the hand receipt. The hand receipt will be retained until completion of the next serial number inventory.

(19) Check monthly serial number inventories to ensure the same person did not conduct an inventory two months in a row. Ensure an individual (to include armorer) on the unaccompanied access roster do not conduct or assist in conducting any serial number inventory. Further ensure monthly serial number inventories are retained in the files for two years if no discrepancy noted; four years if a discrepancy was noted.

(20) See attached PMO approved arms room SOP.

e. Unit First Sergeant, Section and Office Supervisor:

(1) Establish end-of-day security check of their respective areas of responsibility using Standard Form 701 (Activity Security Checklist). In particular, the following task will be accomplished:

(a) Ensure work buildings and rooms are locked when no responsible member permanently assigned to that particular activity is present.

(b) Ensure small office machines such as hand held calculators and portable computers are locked in a desk or cabinet at the close of business each day.

(c) Ensure furniture in the day rooms or other similar common areas is protected by controlling access.

f. Supply Sergeant:

(1) Control access to supply room or storage area.

(2) Secure credit cards in metal locked container when not in use.

(3) Store pilfers able items in a separate secure area such as a cage or wall locker with access control.

(4) Ensure all padlocks ordered are issued (use hand receipt procedures) to the unit key custodian.

g. Motor Officer or Motor Sergeant:

(1) Coordinate with S-2 and commander to ensure the motor pool is provided required physical protective and security procedural measures required as the result of the current Risk Analysis completed IAW AR 190-51.

(2) Check the perimeter fence (and lights during the hours of darkness) at least once monthly and submit Work Request to .

(3) Ensure a clear zone of at least ten feet is maintained between parked vehicles (also stored material and objects) and perimeter fence; 20 feet on the outside of the fence.

(4) Ensure that entrances to the following activities are posted with "Off Limits To Unauthorized Personnel" signs.

(a) Motor Pool.

(b) Communication Shop.

(c) Repair Parts Storage Shop.

(d) Petroleum, Oils, and Lubricants Storage Shop.



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(5) Secure steering wheels of tactical vehicles with chains secured with an authorized padlock.

(6) Secure other vehicles by activating installed door and ignition locks and immobilizing the steering wheels.

(7) Ensure that master-keyed padlock sets are not used to secure various compartments of more than one vehicle.

(8) Ensure that master-keyed padlocks are not be used to secure the steering wheels of vehicles.

g. Individuals:

(1) Individuals issued, or in the possession of arms, are responsible for security of the property while entrusted in their care.

(a) Weapons issued for training, operations, or any other reason will be carried **on the person** of the individual to whom issued at all times or it will be properly safeguarded and secured. Everyone must sign for their own individual weapon, safeguard it, or turn it back into the unit armorer. No one will sign for another individual's weapon.

(b) Except during emergencies, weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons (commander, unit armorer, or an individual on the unaccompanied access roster).. These persons will comply with issue and turn in procedures.

(2) Register their privately-owned firearms and the firearms of their family members and guests with the unit commander before bringing the firearm onto the Fort Polk Military installation.

(3) Notify the commander at least 24 hours prior to the time desired to remove their privately owned weapon(s) (to include firearms) from the arms room.

(4) Ensure military vehicle keys are turned-in to the appropriate key and lock custodian at the close of business each day. Keys to military vehicles will not be carried home or kept in an individual's possession after normal duty, unless specifically authorized by the commander.

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(5) Individuals living in barracks rooms are responsible for providing adequate padlocks to secure their personal property, and their organizational clothing and individual equipment (OCIE). Secure personal property and OCIE as follows:

(a) Single occupancy barrack rooms: Entry doors and windows will be closed and locked when not occupied. Items such as money, checkbooks, credit cards, PIN (personal identification numbers) will be inside locked drawers or locked wall lockers.

(b) Multiple occupancy barrack rooms: When the individual is not physically present in the room, his or her personal property will be stored in locked wall lockers or other locked containers. OCIE will be stored in locked duffel bags.

(C) All high value (\$450.00 or more) personal items should be inventoried (DA Form 4986) and the inventory witnessed by an NCO or Officer. You are strongly encouraged to engrave a personal identification mark or number on all items and record this mark on your inventory.

h. General:

(1) Commander's Authorized Representatives: In the absence of the commander, the Executive Officer and the First Sergeant are the only individuals authorized to give authorization for removal of privately owned weapons (to include firearms) from the arms room. This authorization will be in writing.

(2) Bulletin Board: All members of the unit are responsible for reading the bulletin board.

(3) Annual crime prevention class conducted to include; general crime prevention measures, identity theft prevention, Home and barracks security, tips for deployed Soldiers spouses.

5. This policy will be announced in formation and placed on unit bulletin boards, and will remain in effect until superseded or rescinded.



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